

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	Recruitment Assistant
POSITION NO:	04160
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$26,956 - \$33,695 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Join a dedicated team of professionals striving to touch the lives of all Montanans. As the largest state agency, DPHHS offers career advancement opportunities in over 550 different occupations. In addition to meaningful work and a rewarding career opportunity, we offer a comprehensive benefits package.

Our typical compensation offering for a full-time employee earning \$26K: annual salary \$26,000; health benefits \$7,080.00; retirement \$1,794.00; = **\$34,874.00**. In addition, we offer three weeks of paid vacation within the first year of employment, paid sick days, and holiday time.

A typing test is required at 35(net) WPM (.2 is subtracted from the typing score for each error to obtain net score). Obtain this test through local Job Service.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the

department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position provides technical and administrative support for the department's recruitment and selection activities. Job tasks include but are not limited to preparing weekly vacancy announcements; screening job applications; assisting in the development of selection devices; providing customer service; maintaining files; attending career fairs; and other duties related to recruitment efforts. The incumbent is responsible for creating timely vacancy announcements by understanding the essential job functions, reviewing the position descriptions and minimum qualifications, and developing legal and comprehensive vacancy announcements. This position will work closely with other recruitment staff and be sought as a team player in assisting with the hiring of talented, qualified staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Basic knowledge of employment law and HR practices, with an emphasis in state/federal laws that govern recruitment procedures; principles and practices of effective customer service; and HR information systems. Experience with the Statewide Accounting, Budgeting and Human Resource System (SABHRS) is preferred.

Skills: Effective interpersonal and customer service skills; oral and written communication; analytical skills; problem solving, planning, and organizational skills; and accurate keyboarding/typing skills. Must type 35 wpm (net).

Abilities: Ability to be organized, detail-oriented, self-directed, and take initiative; maintain confidential records and information; explain hiring policies clearly; analyze vague information; research discrepancies; plan ahead and identify potential future problems and present solutions accordingly; manage multiple projects while working under pressure and strict deadlines; exercise initiative and sound judgment; establish and maintain effective working relationships; and work both independently and as part of a team.

EDUCATION/EXPERIENCE REQUIRED: One year of job-related college or vocational training **AND** three years of administrative experience. Considerable administrative/high-level clerical experience may substitute for the education on a two-years-for-one-year basis. Other equivalent combinations of education and experience will be considered. Experience in human resources is preferred but not required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*); **OR if unforeseeable circumstances occur, transcripts may be brought to interview**; and
4. A typing test from Job Service is required at 35(net) WPM (.2 is subtracted from the typing score for each error to obtain net score).

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a

position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.